GL-4 RECORD SCO TRANSFER JOURNAL ENTRY FOR CANCELED WARRANT

Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor

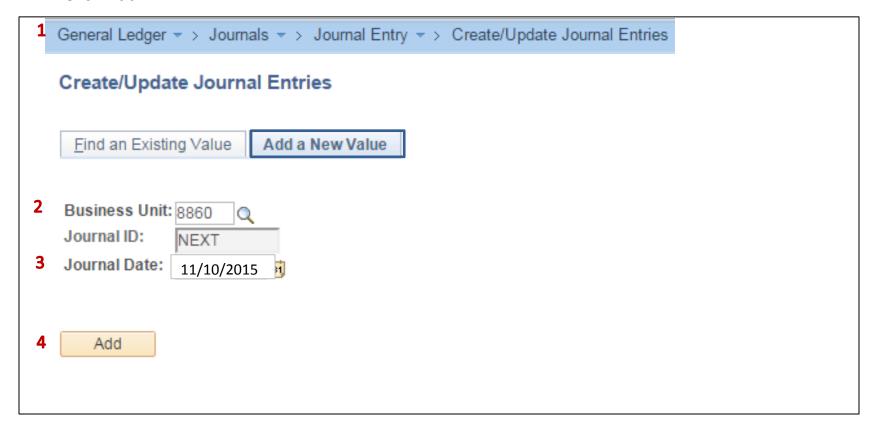
GL Journal Approver

The Source Document for recording a canceled warrant is the SCO's Notice of Canceled Warrant, TC-33, a posting document prepared by the SCO to cancel an outstanding warrant in accordance with provisions of law covering such cancellations. Note: warrants issued from January 1, 1998 are valid for one year and are canceled thereafter.

STATE CONTROLLER'S OFFICE REPORT NO: FC-145-10-D				SI	TATE CONTROLLER	'S OFFICE	DOCUHENT NO CAN1338860		
				TC-33 NOTICE OF CANCELLED WARRANT			DATE: 11/10/2015		
AGCY	FY	REF/ ITEM	FEDERAL CATALOG	CT PG EL	COM TSK TYP SO	URCE ACCOUNT NO	DEBITS	CREDITS	
						0320	16.49		
						03200001000			
						1140			
-						0300		16.49	
						8000		16.49	
					Q	000		16.49	
8860	2015				R	0161000		16.49	
					0675000CANCELE	D WARRANT			
	GENER	AL FUNI	•				16.49		
DC LCOX	COD	LDOUR	CETOU		TOTALS		16.49		
IN ACC	ORDAN MENT	CE WITH	SECTIONS PROCESS						
							TATE CONTROLLER'S OFFICE		
						ВУ	-		
						ASSIST	ANT DIVISION CHIEF		
	CONTR NO: FO AGCY 8860 8860 REASON IN ACC	CONTROLLER NO: FC-145- AGCY FY 8860 2015 8860 2015 GENER REASON FOR IN ACCORDAN GOVERNMENT	CONTROLLER'S OFF: NO: FC-145-10-D AGCY FY REF/ ITEM 8860 2015 8860 2015 GENERAL FUND REASON FOR ABOVE A IN ACCORDANCE HITE GOVERNMENT CODE TO	CONTROLLER'S OFFICE NO: FC-145-10-D AGCY FY REF/ FEDERAL ITEM CATALOG 8860 2015 8860 2015 GENERAL FUND REASON FOR ABOVE ACTION IN ACCORDANCE WITH SECTIONS	CONTROLLER'S OFFICE NO: FC-145-10-D TC-33 NO AGCY FY REF/ FEDERAL CT PG EL ITEM CATALOG 8860 2015 8860 2015 GENERAL FUND REASON FOR ABOVE ACTION IN ACCORDANCE WITH SECTIONS 17070-170 GOVERNMENT CODE TO PROCESS CANCELED W	CONTROLLER'S OFFICE CONTROLLER'S OFFICE SACRAMENTO, CA SACRAMENTO, CA NO: FC-145-10-D TC-33 NOTICE OF CANCEL AGCY FY REF/ FEDERAL CT PG EL COM TSK TYP SO ITEM CATALOG B860 2015 R 0675000CANCELE GENERAL FUND TOTALS REASON FOR ABOVE ACTION IN ACCORDANCE WITH SECTIONS 17070-17073 OF THE GOVERNMENT CODE TO PROCESS CANCELED WARRANTS	CONTROLLER'S OFFICE DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA NO: FC-145-10-D TC-33 NOTICE OF CANCELLED HARRANT AGCY FY REF/ FEDERAL CT PG EL COM TSK TYP SOURCE ACCOUNT NO ITEM CATALOG 0320 03200001000 1140 0300 8000 8000 R 0161000 0675000CANCELED HARRANT GENERAL FUND TOTALS REASON FOR ABOVE ACTION IN ACCORDANCE WITH SECTIONS 17070-17073 OF THE GOVERNMENT CODE TO PROCESS CANCELED HARRANTS FROM THE ABOVE FUND. STATE CONTR	CONTROLLER'S OFFICE DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA NO: FC-145-10-D TC-33 NOTICE OF CANCELLED HARRANT DATE: 11/ AGCY FY REF/ FEDERAL CT PG EL COM TSK TYP SOURCE ACCOUNT NO ITEM CATALOG 3200001000 16.49 0320 015 03200001000 16.49 1140 1140 16.49 0300 8000 8860 2015 Q 000 R 0161000 0675000CANCELED HARRANT GENERAL FUND 16.49 TOTALS 16.49 REASON FOR ABOVE ACTION 17070-17073 OF THE GOVERNENT CODE TO PROCESS CANCELED HARRANTS FROM THE ABOVE FUND. STATE CONTROLLER'S OFFICE	

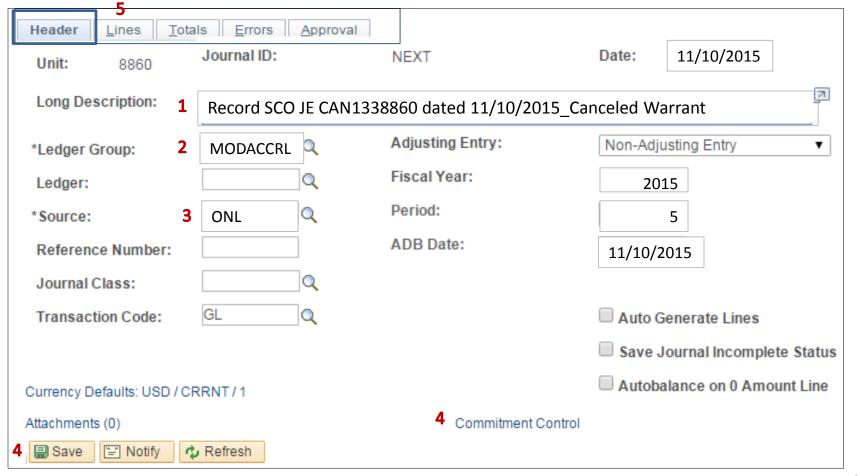
The **GL Journal Processor** will review the SCO JE and supporting documents for proper coding and reporting. The Journal Processor will create a new GL Journal to post the charge. Steps are:

- **1** Navigate to GL>Journals>Journal Entry>Create/Update Journal Entries
- 2 Enter your Business Unit in the Add a New Value tab
- 3 Enter the date of the SCO JE as the Journal Date
- 4 Click Add



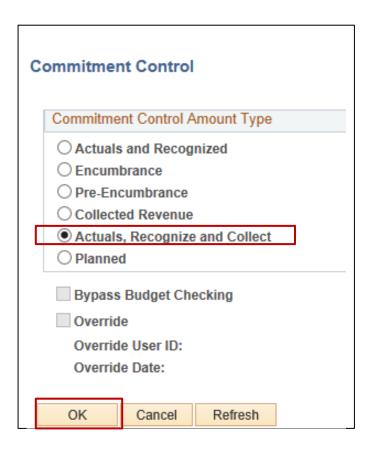
The **GL Journal Processor** will create the Journal **Header**. Steps are:

- 1 Enter a Long Description with the SCO Journal No., Date, Type and FY of Charge
- 2 Ledger Group will default to MODACCRL
- 3 Source should be **ONL** (On-Line)
- 4 Click on Commitment Control and select Actuals, Recognize and Collect. See next page for screen
- 5 Click Save or click on the Lines tab to enter Journal Lines. (After clicking save, click OK on the ALTACCT Message)



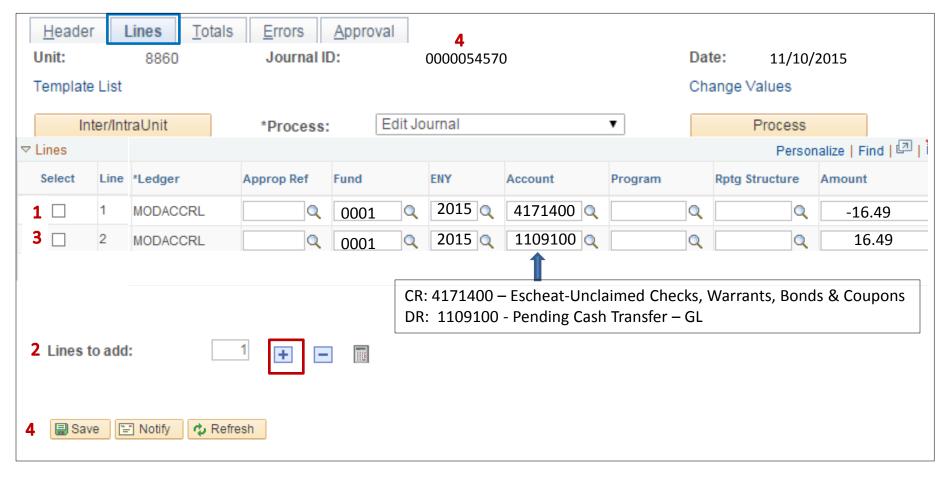
When the **GL Journal Processor** clicks on the Commitment Control link, the following screen will appear.

- Click on Actuals, Recognize and Collect to record **both** the revenue recognized and revenue collected
- Click OK



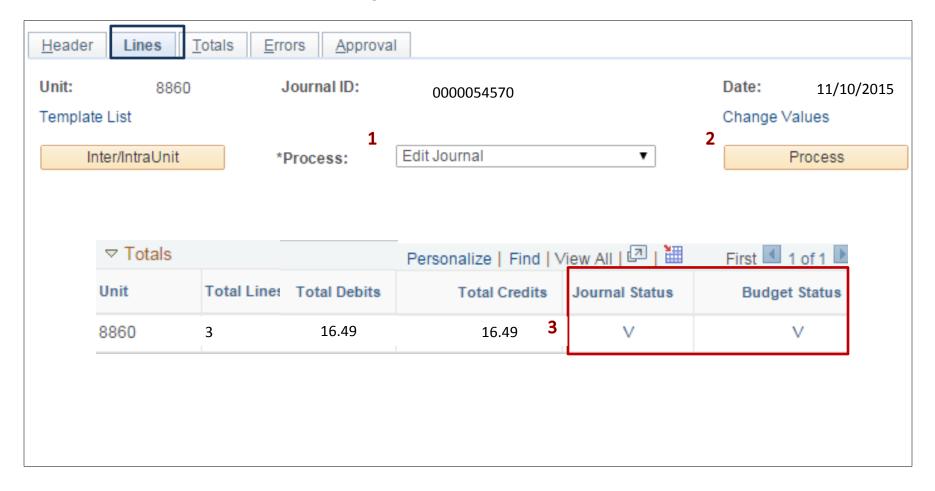
The **GL Journal Processor** will create the Journal **Lines.** Steps are:

- 1 Enter CR line: Fund, ENY, Revenue Account, Amount (Note: Reporting Structure maybe required for internal tracking/reporting purposes)
- 2 Click on + to insert a line
- 3 Enter DR Line to record Pending Cash: Fund, ENY, Account, Amount
- 4 Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference



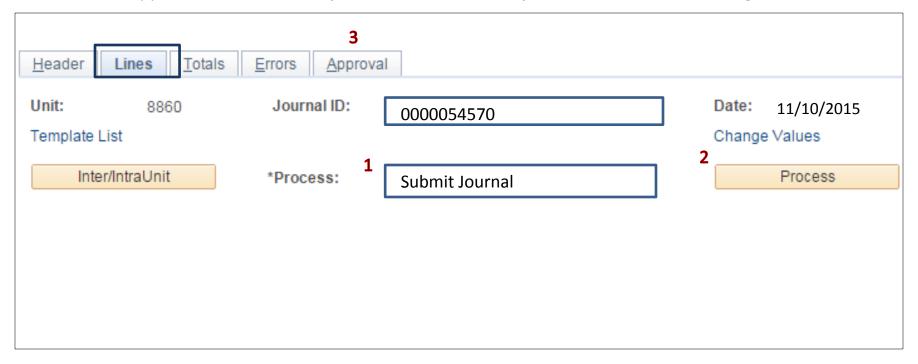
The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 Select Edit Journal
- 2 Click Process
- 3 Check that Journal Status and Budget Status show V for Valid.



The **GL Journal Processor** will Submit the Journal. Steps are:

- 1 In the Journal Lines tab, select Submit Journal
- 2 Click Process. The GL Journal Approver will receive an automatic notification of the journal for approval
- 3 Click the Approval tab to view the journal workflow. Your journal will show as Pending



The **GL Journal Approver** will approve the Journal Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.